

Minnesota Wing Aerospace Education Plan of Action - 2004

I. Aerospace Education Officer - Staffing – roster:

A. A list all wing and subordinate units indicating the name and information of each assigned AE Officer is attached. This list uses the data in CAPWATCH.

B. A list of all subordinate units that identifies all units that do not have an AEO appointed is attached.

C. The Wing DAE will consult with each unit commander regarding plans to fill the vacancies and soon to be vacant AEO positions. This will include developing with each unit commander a plan to select, meet, and train new unit AEO's during unit visits when an AEO is not appointed for that unit. The goal by the end of 2004 is to reduce the number of units without AEO's to three.

D. Unit visits will continue to concentrate on training in 2004.

II. Aerospace Education - Internal Program.

A. Information Distribution

1. Bulletin Board: Yes, the Wing HQ will use a removable project board for 2004 to emphasize Minnesota Aircraft. It will advertise aerospace events in Minnesota and NCASE.

2. Unit AE Newsletter: The Wing Internal AEO will produce a quarterly newsletter.

3. AE Articles: Yes, the Wing DAE or Internal AEO will send possible AE current event articles to unit AEOs monthly. AE information will be distributed through the Wingtips and the Wing AE Officers will send AE activities to the CAP News. Unit AE Officers are encouraged to submit articles on their AE activities, announcements and news to the Wingtips and CAP News.

4. Web Page: Yes, the Wing AE web page will continue to be kept current and will include aerospace activities.

B. Monitoring Programs

1. Unit Visits: Three per quarter will be planned. As a minimum four per year will be accomplished.
2. Cadet Aerospace Education in the Units:
 - a) Encourage all cadet units to have at least one AE counselor for cadets,
 - b) Encourage cadet units to have at least one AE discussion during a cadet meeting each month, which should include AE current events. The Wing DAE or Internal AEO will send possible AE current event articles to unit AEOs monthly.
 - c) The 2004 encampment will be held at Volk Field and will include Aerospace Activities at Volk Field and Ft. McCoy/Sparta Airport.
 - d) Hold an Aerospace Education cadet competition separate from the Color Guard Competition in conjunction with St. Cloud State University.
 - e) AE scholarships are strongly encouraged by Minnesota Wing.
 - f) No cadets were nominated for the Brewer Award in 2004. Additional attention will be taken to increase this in 2005.
 - g) AE Excellence Award participation in 2004 is the same as 2003. The goal for completions in 2004 is 85%. The goal for increased participation in 2005 is an additional 3 units.
 - h) Because of the increased activity due to the Wright Brothers Anniversary, I do not anticipate an increase unit AE activities in 2004 over 2003. Therefore, our goal is to have the same number of activities in 2004.
 - i) Assist with the Minnesota Wing Flight Academy as the Flight Release Officer and Operations Officer.
 - j) Publicize the International Aviation Art Contest in Minnesota.
3. Senior Aerospace Education in the units:
 - a) The goal in 2004 will be to have 40 Yeager Award completions.
 - b) The number of units with a member in the 215 specialty track increased in 2003 to 23. This is 82%. The goal still remains to have at least one member in the 215 Specialty Track in each unit. Although we only accomplished 20%

in the Master level in 2003, in 2004, the goal will remain a 20% increase in AE Officer Technical, Senior and Master accomplishments.

c) Work with the units and AFA to identify eligible nominees for the A. Scott Crossfield Award and encourage them to submit the nominations to National HQ by 1 February. One submitted in 2004, the goal in 2005 will be one also.

d) Encourage AE scholarship applications from Senior Members, however, due to the dismal selection rates of Senior Members for scholarships at National HQ, this will not be a major effort.

e) There is only one Senior Member nominated for the Brewer Award in 2004 in spite of the attention given to this at the Commander's workshop. Additional emphasis will be placed in this area in 2004 to increase the number of Brewer Award nominations in 2005 to at least 3, one of which should be for the Anniversary Award.

f) No Senior Members were nominated for the Crown Circle award in 2004. Goal for 2005 is one nomination between Senior Members and External Members.

g) Hold an Air Traffic Control presentation in conjunction with St. Cloud State University.

h) Hold an Instrument Ground School for wing pilots.

i) Hold a Commercial Pilot Ground School for wing pilots.

j) Provide an Aerospace Education Training Session at SLS and CLC courses conducted in Minnesota.

C. Meetings

1. A booth will be set up at the Wing Conference specialty fair to discuss Aerospace Education with AE Officers and Unit Commanders. Special attention will be placed on the AE reports and specialty track completion.

2. AE Seminar(s): Yes, a Wing AE Seminar will be held after NCASE with the attendees presenting their experience.

3. Wing AE Workshops: One will be held in 2004.

D. Reports and Award Processing

1. Yeager Awards: Submit completed CAPF 127 to National Headquarters/ETA within two weeks of receipt from unit. Forward certificates to unit within one month.
2. Submit legible copies of all Brewer Award nominations (All categories) on CAPF 25 to Region DCS/AE NLT 1 February.
3. Scholarship Applications: Cadet Programs processes applications from unit individuals, acquires the Wing Commander's signature and forwards them to National Headquarters/CP, not later than 31 January. Scholarship applications will be briefed in all SLS and CLC courses taught by AE.
4. Aerospace Education Activity Report: Submit by 15 February to National Headquarters/DAE, and Region DCS/AE.
5. Periodic Update Reports: Report the status of AE plan, activities planned or completed, AE issues needing resolution, to WG/CC quarterly, by the 10th of May, August and November.

III. Aerospace Education - External Program

A. Initiative Programs

1. The Minnesota Science Standards as submitted to the Legislature in January 2004 do not include any aviation standards. Work with the State Government to encourage them to use the National Science Standards until the Minnesota Science Standards can be changed to include aviation standards.
2. Elementary Schools: Yes, encourage units to get involved with local schools by encouraging the teachers to become Aerospace Education Members.
3. Middle Schools: Yes, encourage units to get involved with local schools by encouraging the teachers to become Aerospace Education Members. Familiarize middle school students with CAP and the benefits in cadet membership.
4. High Schools: Yes, encourage units to get involved with local schools by encouraging the teachers to become Aerospace Education Members. Familiarize high school students with CAP and the benefits in cadet membership.
5. College and Universities: Yes, further cooperation with St Cloud State University. Promote closer cooperation with the ROTC units at University of Minnesota and St. Thomas University.

6. Other Organizations, Associations, Clubs: Yes, support the "Hot Air Affair", Anoka "Discover Aviation Days", "Wings and Wheels", Flying Cloud Airport "Air Expo", Minnesota Military Expo, Commemorative Air Force Air Show in Red Wing and air shows at the Twin Cities and Duluth. Encourage units to work with other organizations in their area, e.g. MN Air Guard Museum.

7. National Congress on Aviation and Space Education: The Minnesota Wing AE Officer and approximately four other members will attend and bring back information for Minnesota Wing members at the AE Seminar.

B. Partnerships/Coordination

1. Office of Aeronautics: Wing Commander or his representative will attend all of the quarterly Aviation Advisory Committee (MAAC) meetings and provide information on CAP Aerospace activities. Provide a recruiting/aerospace education booth at the Office of Aeronautics display area and ensure it is manned from 9:00AM to 9:00 PM for the duration of the State Fair. Provide Aerospace Education Materials and the CAP gliders for the booth. Publicize Office of Aeronautics ACE program to CAP units.

2. FAA: Yes, conduct flight clinics throughout the State that are certified for the ground phase of the FAA Wings Program.

3. Gen. E. W. Rawlings Chapter: Attend meetings and assist where possible. Provide presentations to familiarize them with CAP Aerospace Education Activities.

4. North Central Region Aerospace Education Association: Attend meetings and participate in activities. Submit current events for possible publication in their newsletter. Provide presentations to familiarize them with CAP Aerospace Education Activities.

5. Minnesota Aviation History and Education Center (MAHEC): Co-ordinate activities and attend meetings.

6. Department of Education: No.

7. NASA: Yes, encourage Minnesota teachers to attend Space Camp.

8. Northwest Airlines History Center: Yes, continue to provide support and advertise their activities.

9. Public Affairs (CAP): Yes, provide information on Minnesota Aerospace activities to the CAP News staff.

10. Provide information on CAP Aerospace to the Education Minnesota Newsletter and Minnesota Flyer

C. Awards

1. Crown Circle for Aerospace Education Leadership: One external individual nomination is the goal for 2005. Will submit one prior to 1 January 2005 (due 1 January to NHQ CAP/ETA).
2. A. Scott Crossfield Aerospace Education Teacher of the Year: Yes, encourage one nomination to be submitted in 2005 (Due 1 February to NHQ CAP/ETA).
3. Frank G. Brewer-Civil Air Patrol Memorial Aerospace Awards: Yes, plan to have at least 1 Individual and one Organization in 2005.

Signatures: Wing DAE  Wing CC  Date 4/5/04

Report Distribution: One copy each to: Wing Commander,
Wing DAE,
Wing Liaison Office,
Region: (Attn: DCS/AE and commander)
Each Unit (Attn: AEO and commander),
File.